

Using the copier as a printer from a remote device:

Self-Association of ID Card

1. Swipe your UA ID card (PolarExpress) on the copy machine card reader.
2. You will be prompted to associate the card swiped with an account.
3. Enter your UA username and password credentials.
4. You will also be prompted to choose an account that will be associated with your card in order to proceed.
5. On success, the card swiped will be linked with your credentials.

Copy & Scan

1. Swipe your ID Card or enter your UA username and password.
2. Users with cost center(s) may need to select their account code.
3. Press the Copy or Scan button to open the app.
4. Make all the copies and scans you want.
5. All information is tracked and/or charged in Pharos UniPrint.

Mobile Print App

1. Download the free Pharos Print App from Google PlayStore (Android) or the Apple Store (iOS).
2. Use server URL print.alaska.edu. (Or select reconfigure to revise the URL)
3. The number 443 should populate in the area below server name.
4. Use your UA username and password credentials.
5. To retrieve the document from the printer, swipe your card and the document will print.
6. To logout, hit the Access button twice on right side of screen.

Student/Public Printing/copy

Black & White: \$0.10/page Color (where available): \$0.35/page



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